

ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 30 January 2018

Present

Councillor Samaris Huntington-Thresher (Chairman)
Councillor Catherine Rideout (Vice-Chairman)
Councillors David Cartwright QFSM, Ian Dunn,
Ellie Harmer, Angela Page, Sarah Phillips,
Melanie Stevens and Teresa Te

Also Present

Councillor William Huntington-Thresher and
Councillor Tim Stevens

40 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Cllr Terence Nathan and Cllr Michael Tickner.
Cllr Teresa Te attended as alternate for Cllr Tickner.

41 DECLARATIONS OF INTEREST

There were no declarations of interest.

42 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

There were no questions to the Committee.

43 MINUTES OF THE ENVIRONMENT PDS COMMITTEE MEETING HELD ON 15TH NOVEMBER 2017

The minutes were agreed.

44 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING

A total of 12 questions had been received – three for oral reply and nine for
written reply. Details of the questions and replies are at **Appendix A**.

**45 PRE-DECISION SCRUTINY OF REPORTS TO THE
ENVIRONMENT PORTFOLIO HOLDER**

a CAPITAL PROGRAMME MONITORING - 2ND QUARTER 2017/18

Report FSD18007

At its meeting on 6th December 2017, the Executive agreed a revised Capital Programme from 2017/18 to 2020/21. Changes in respect of the Environment Portfolio were outlined and a revised programme for the portfolio presented. Report FSD18007 also included actual spend against budget at second quarter stage and comments on progress for individual schemes/projects.

RESOLVED that the Portfolio Holder be recommended to note and confirm the changes agreed by the Executive on 6th December 2017.

b HIGHWAY INVESTMENT

Report ES18011

Following the Council decision on 12th December 2016 to approve capital funding of £11.8m for investment in planned highway maintenance, Members considered future schemes of planned carriageway and footway maintenance, comprising Phase 4 of the investment programme. Works associated with the first three phases had progressed well and current commitments/expenditure at December 2017 totalled £6.52m.

Improving the condition of the borough's non-principal and unclassified roads and footways would reduce reactive maintenance and enable annual revenue savings of £2.5m, totalling £12.5m over a five year period from 2017/18 (partly offset by an estimated £167k reduction in treasury management income over the period).

Priorities for the initial phases were based on a condition survey completed in October 2015 and a further borough-wide assessment had recently been commissioned to identify carriageways and footways needing repair. The Phase 4 schemes (estimated cost value at £2.45m) were identified as highest priorities in the latest survey results. A further report proposed for March 2018 would seek approval for the project's final phases.

Any necessary on-going maintenance would be funded from the routine and reactive highway maintenance budgets (revenue budgets).

Cllr Tim Stevens (Farnborough and Crofton) highlighted that all Farnborough and Crofton Members supported proposed schemes in the ward.

As the current highway contracts now end in June 2018 (it had been necessary to change the procurement strategy and timescale of the new highway contracts), final phases of the proposed footway programme were likely to be carried over to the new contracts. As such, Members proposed

that the footway works concerned be replaced with further carriageway works in the current phase to take advantage of existing contract rates (carriageway works being more expensive and quicker to complete than footway repairs). Funding could be diverted to carriageway works although the level of works would not be known until mid-April.

A list of Phase 5 carriageway/footway schemes was being compiled and it was intended to complete as much work as possible under the present contract. There was no major footpath problem in the borough but work was ongoing to identify structurally unsound footways. Any road highlighted by Members for repair would be inspected again and considered.

RESOLVED that the Environment Portfolio Holder be recommended to:

(1) agree that, subject to (2) below, the schemes listed at Appendix A to Report ES18011 form the next phase of the Council’s investment programme of planned highway maintenance for 2017/19 to be undertaken by the Council’s existing highway term maintenance contractors;

(2) agree that where any footway work at (1) above is likely to be carried over to the new highway contracts, this be replaced with further carriageway work to achieve best value under rates offered by the current contracts; and

(3) as much work as possible under the investment programme (including Phase 5 and any further works) be undertaken before the start of the new highways contracts.

c ELECTRIC VEHICLE (EV)/ULTRA LOW ELECTRIC VEHICLE (ULEV) CHARGING POINTS

Report ES18010

Agreement was sought to trial residential on-street charging points and increase the 2018/19 LIP budget allocation for the trial to £20k.

Through the Source London Scheme, EV Public Charging Points were already installed at the following locations (funded from TfL LIP monies):

Location	Number of units	Status	One-off installation costs (£)	2018/19 Income per annum (£)
Car Parks				
Bromley, Civic Centre car park	2	Active	460	600
Bromley, The Hill car park	2	Active	460	600
Beckenham, St Georges car park	2	Active	460	600
Penge, Penge East Station	2	Active	460	600

Beckenham, New Beckenham car park	2	Active	460	600
Sundridge, Burnt Ash Lane car park	4	Active	600	1,200
Hayes, Hayes Station Approach	2	Active	460	600
On street				
Chelsfield, The Meadway	2	Active	400	600
Bromley, South Hill Road	2	Active	400	600
TOTAL	20		4,160	6,000

Upon each charging bay unit being active for a year, L B Bromley receives £300 annually per bay from BluePoint London (BPL). As such, £6k will be received in 2018/19, of which part will be necessary for annual maintenance of the units (estimated to be £100 per unit per annum). Penalty tickets for misuse might also bring additional revenue.

Customers pay a monthly subscription for Source London membership and are able to charge their vehicle at any Source London location. L B Bromley incurs no costs for the chargers and electricity use is paid by customers (normal parking charges continuing to apply in public car parks). In certain locations, not subject to pay and display parking, and following consultation with the Portfolio Holder and Ward Members, further potential charging point locations under Source London are proposed for installation in the next year (again funded by existing TfL LIP monies). The sites are listed below and income of £7.2k should be received during 2019/20.

Location	Number of spaces	Current Status	One-off installation costs (£)	Income per annum (£)
On Street				
West Wickham, Glebe Way	3	Free parking	400	900
Bromley, Ravenscroft Avenue	3	Free parking	400	900
Bickley, The Avenue	3	Free parking	400	900
Crystal Palace, Brunswick Place	3	Free parking	400	900
Penge, Clevedon Road	3	Free parking	400	900
Orpington, Homefield Rise	3	Free parking	400	900
Shortlands, Valley Road	3	Free parking	400	900
Petts Wood, West Way	3	Free parking	400	900
TOTAL	24		3,200	7,200

For residents with off-street parking, the Government currently offers a grant of up to £500 towards a home charging unit, with some manufacturers offering units at no additional cost when purchasing a new electric/ULEV vehicle. For those without off-street parking, a number of Councils, including R B Kensington and Chelsea, L B Westminster and L B Hounslow, have successfully trialled trickle-charging points in lamp columns using funds from the *Go Ultra Low City Scheme (GULCS)*. Similar residential charging points were proposed for roll-out in L B Bromley (funded initially from £20k LIP funding) with a trial commencing in 2018/19 for 8 to 20 charging points (some locations possibly using bollards rather than lamp columns if necessary). As the charging points are separate from Source London they will not attract £300 income per charging point. But as income from BPL charging points (under Source London) comes on-stream in 2018/19, the balance of resources after maintaining the BPL sites can fund any additional trickle charge sites, with no further call upon LIP or L B Bromley funds. A proposed £1 fee per charge (additional to a resident's energy payment to the supplier) was expected to yield sufficient income to cover the annual maintenance cost for each charging unit, estimated at £100 per annum. Net surplus income could be ring-fenced for additional trickle points (subject to future review given the Council's financial position) and parking income would be maintained in view of new sites being away from pay and display bays.

BPL were also progressing the installation of charging points for electric taxis at no cost to L B Bromley (see below) with income of £2.4k to be received during 2019/20.

Location	Number of spaces	Current Status	One-off installation costs (£)	Income per annum (£)
On Street				
Bromley, Elmfield Road	2	Within rank	nil	600
Bromley, Walters Yard	3	Within rank	nil	900
Orpington, Crofton Road	3	Within rank	nil	900
TOTAL	8		0	2,400

In discussion, Members were advised of a recent scheme by the Office for Low Emission Vehicles where up to 75% of the cost of procuring and installing charge points is available to councils with remaining costs funded by councils through public and private sources. Given the level of grant available, the scheme would be even more favourable to the Council.

The Portfolio Holder highlighted the importance of EV Charging Points for the borough, supporting a trial of lamp column charging units for residents without off-street parking, but suggesting that a £1 fee per charge might need further consideration with a policy first developed and trialled. As an interim measure, the Portfolio Holder was content for surplus BPL income to be ring-fenced for additional trickle-charge points subject to a successful trial and to seeing how technology might change e.g. development of any charging stations.

Supporting residential charging points, a Member suggested that the level of charge points covered in Report ES18010 seemed small given the extent of likely future demand for EVs consequent upon a ban of new petrol/diesel cars and vans from 2040. A change to EVs was huge and the Member suggested a working party to gain more knowledge on the subject. The Portfolio Holder highlighted a policy development need for residential charge points, questioning whether the Council should forecast a future market or await developments. Supporting a PDS Working Group on the matter, he suggested a need for Member input now rather than delay until the future is clear. The greatest demand for residential charging is probably in the north of the borough and he felt the trial should proceed with officers engaging Members to see how it goes. Members were advised that fuel companies are also making developments in the provision of charging points (at fuel stations).

With charging points at the Burnt Ash Lane Car Park (Plaistow and Sundridge) not as well used as others, Members were advised that BPL choose locations which are then put to the Council for agreement. There is no cost to L B Bromley for the charging points or for charge points for Zero Emission Capable (ZEC) taxis (such charging points being identified in consultation with taxi drivers). Although usage appeared to vary widely, it was thought helpful to understand BPL's methodology for charge point locations and to know the extent of BPL success. Knowing the location of Source London/BPL members for any clusters of users would also help as would the impact (of charging points) on matters such as car park revenue.

Under the Source London/BPL scheme, charging point installations are undertaken by energy supplier, SSE, who also liaise with UK Power Networks. Consultation/dialogue takes place across London. Officers also meet regularly with Enterprise who are keen to explore EVs for their Car Club. Under rapid charge, ZEC taxis can charge within 15 minutes. As well as rapid charge, other levels of charging comprise a longer standard charge and an overnight trickle charge.

Supporting EVs, a Member preferred not to move ahead too quickly, considering it important to see how the market develops for alternative fuels; Volkswagen were understood to be investing heavily in hydrogen powered vehicles. The Chairman highlighted that costs for lamp column charging are reducing and technology could advance. Although a rapid charge might not be possible from lamp columns, a rapid charge might be available from units in bollards. Should they not be wanted, charging units can be removed from lamp columns.

Appendix 1 to Report ES18010 highlighted the top eight London boroughs for low emission vehicle registrations, and the top six for EV registrations, and a check would be made on whether the registration information can be narrowed by post-code. Information/evidence to help confirm areas for residential charging points would be helpful. The Portfolio Holder asked for Member comments on whether spaces outside of lamp columns should be reserved.

A Member suggested that the experience of central London boroughs be considered; another recommended that the proposed trial include reservation of spaces and monitoring of (charging point) usage. It was confirmed the units would be protected from vandalism being contained within a lamp column.

With reservations on a £1 cost per charge for residential charging, the Chairman had concerns about financial sustainability. Although it might be possible to call upon grant income, a net surplus of BPL income was not certain for installing additional charge points. It was good practice to ensure that costs covered themselves; only at that point any (surplus) funds could be returned to investment strategies. In response, Members were reminded of recent information from the Office for Low Emission Vehicles, potentially providing a new funding stream.

RESOLVED that the Portfolio Holder be recommended to:

- (1) note progress made in developing a network of public charging points;**
- (2) note the need to make provision for residents who own EV/ULEV vehicles but have no access to off-street parking to charge their vehicles on-street;**
- (3) investigate locations with Ward Councillors to trial the installation of lamp column trickle charging points in an area or areas agreed with respective Ward Councillors;**
- (4) investigate tariff strategies for lamp column charging based upon further work; and**
- (5) investigate other strategies that can be used (e.g. new information) to install additional trickle charging points (following a successful trial) rather than ring-fence any net surplus of income from BPL (paragraph 4.4 of Report ES18010).**

46 SCADBURY PARK MOATED MANOR

Report ES18008

For urgent repairs and brickwork stabilisation at the Medieval Moated Manor House, Scadbury Park, Executive approval was sought to apply to Historic England (HE) for a Heritage at Risk (HAR) Grant of £95k. Match funding of £60k would be required (£53k from the earmarked reserve for Friends Groups and £7k from existing revenue budgets), resulting in a total cost of £155k.

The Manor site and fishponds was designated by HE as a Scheduled Ancient Monument (SAM) in 2013 and in 2014 was added to the HAR Register, classified as having “*Extensive significant problems with a declining trend and vulnerability for collapse*”. The standing remains of the manor house have a

variety of structural problems with the walls increasingly under stress and the fragile brickwork in need of attention.

L B Bromley previously secured a three year £20k Management Agreement from HE for periodic maintenance and capital works, including the control of vegetation, felling of trees threatening the moat, soft capping and propping of sensitive walls with HE and L B Bromley each providing up to £10k. The arrangement would end in January 2018.

In 2016, a £12.6k HAR Grant for a Condition Survey (with £3k match funding from L B Bromley) detailed key areas at risk from further deterioration and proposed a timescale of works estimated to cost in excess of £1.3m for capital works (taking the highest estimate in cases of different conservation options). However, it was now necessary to refine indicative costings for the most urgent work and obtain up-to-date prices.

There was now potential for an additional three-year £20k Management Agreement jointly funded by HE and L B Bromley and HE would welcome a further HAR Grant application (£95k) for the first stage of repair works to address the most urgent stabilisation works (Large Cellar, Narrow Passage and South Moat Wall). Conditions would include maintaining the property and having a condition survey of the property every five years. Should indicative costings in a maintenance plan exceed the current site maintenance budget (£3.3k), alternative funding options would be sought. Although HE would expect a commitment to the conditions, there would be no obligations to deliver remaining phases of works outlined in the condition survey. Although match funding for the grant could be lower than 50%, other potential funding sources would need to be explored including The Chislehurst Society, Orpington District Archaeological Society (ODAS), and Friends. L B Bromley was expected to be the main funder for the current application with others contributing to any subsequent phases.

To enable the HAR grant application it was intended to recruit a Conservation Accredited Professional at £35k and have a further £25k of match-funding expenditure towards capital costs for the Phase 1 repair works. For this second HAR Grant application, the professional would need to secure tender prices of capital works for the three identified areas of the Moated Manor and be expected to project manage the Phase 1 repair works to deliver a successful second grant application. The associated Consultant works would be undertaken in three phases estimated to cost £35k in total (£7k for Phases 1 and 2 and £28k for Phase 3). Should Phase 1 indicative costs (for on-going maintenance) be satisfactory, the consultant would be instructed to continue to Phase 2. But if they exceed the value covered by the Parks Management budget, alternative funding sources would be explored; if unsuccessful, officers would not proceed with the project.

On securing tender prices for the identified works, a package of repair works is expected to be created to the value £120k, forming the basis of the HAR grant application. In the interim, an outline application to HE, by the end of their financial year, would register an expression of interest.

For the future, HE had indicated they might consider a third or even fourth HAR application for capital repair works. But longer-term, the remainder of investment might need to come from a larger funder such as the Heritage Lottery Fund (HLF) - all such grant applications needing match-funding and a vision in place for the park. Application could also be made for an HE Capacity Building grant to employ a dedicated resource to produce an HLF application. This would be expected to follow a second HAR application but any future grant applications would depend on grant conditions (it might not be possible to commit to future maintenance requirements given the Council's financial position).

In discussion, it was reported that Chislehurst Ward Councillors had been approached for views with Councillors Ian Payne and Katy Boughey both supportive and Cllr Eric Bosshard yet to provide views.

Concerning any intention to increase public use of the site, the site is accessible to view from a distance by the public and ODAS had undertaken work to enable it to be opened up to visitors on open day events. To open up the site for close viewing it would be necessary to look at other phases of repair work, on-site infrastructure and accessibility and there could be opportunity for an HLF application in the future. A vision for the site was currently being developed and stakeholders were being engaged; Members would receive a report back in due course.

The HAR grant application was intended to be submitted before the end of the current financial year. AECOM had also been approached to assist with the recruitment process for a suitable Conservation Accredited Professional.

The Portfolio Holder highlighted that a lot of work had been taken forward at High Elms Country Park and at Crystal Palace Park and Scadbury Park provided a third significant green asset in the borough.

In terms of Council responsibilities for the park, these included a landowner obligation for the site and responsibility to seek written permission of the Secretary of State for Digital, Culture, Media and Sport for any improvement works at the site (HE having designated the site a Scheduled Ancient Monument).

The Chairman referred to the importance of supporting such items and Members **RESOLVED that:**

(1) the Portfolio Holder be recommended to agree to allocate £53k from the Earmarked Reserve set aside for Friends Groups along with £7k from the existing parks revenue budget, to be used to part fund the project; and

(2) the Executive be recommended to approve:

- **submission of a Heritage at Risk Grant application to Historic England for £95k for the project management and delivery of urgent works;**
- **acceptance and delivery of the grant, if successful, with its associated terms and conditions, subject to costs identified within the maintenance plan being funded within existing budgets and or any additional secured external funding;**
- **tendering of capital works identified by the Condition Survey as 1A Urgent works, estimated to be £120k;**
- **appointment of a Conservation Accredited Professional to develop, and project manage the scheme, at an estimated cost of c£35k; and**
- **the scheme being added to the Capital Programme, at a total cost of £155k, funded from a £60k contribution from revenue and a Historic England grant of £95k, if successful.**

**47 ENVIRONMENT PORTFOLIO PLAN 2017/20: HALF-YEAR
PROGRESS REPORT FOR 2017/18**

Report ES18003

Members considered a six-month update on progress against aims/commitments in the latest 2017/20 Environment Portfolio Plan.

Particular highlights outlined to Members included:

- 98.6% (rather than 90%) of streets in the first six months of 2017-18 meeting acceptable cleanliness standards;
- 74% public satisfaction with the cleanliness of streets in 2017/18 (increasing from 71% in 2016/17);
- fewer fly-tipping incidents in the first two quarters of 2017/18 compared to the previous three years;
- 23,660 Green Garden Waste customers (an increase of 12% on the same period last year);
- 49.63% of household waste recycled/composted for the first six months of 2017/18 with a 50% target for the second six months of 2017/18;
- total amount of waste landfilled at an all-time low;
- over ten illegal traveller incursions into LBB parks and open spaces dealt with by L B Bromley, Ward Security and the Police;

- public realm schemes progressing to timetable and budget for Beckenham High Street, Penge High Street, Bromley High Street and Walnuts Shopping Centre, Orpington;
- the number of Fixed Penalty Notices and Defect Notices issued to Utilities has fallen;
- measures to help reduce congestion;
- fewer parking appeals against PCNs issued by L B Bromley heard by London Tribunals (formerly PATAS).

The Portfolio Holder also referred to leaf clearance last autumn, street cleansing, parks and greenspace, recycling, and residual household waste. The Priority 1 Audit recommendations were addressed or almost addressed and a budget underspend was projected for the Portfolio. Traffic schemes were also progressing and consultation was near completion for two cycle Quietway schemes through the borough (Lower Sydenham to Bromley and Kent House to Greenwich).

It was necessary for the Portfolio to achieve as well as possible - little scope existed for further efficiencies but incentivising contractors might assist. Challenges included the Mayor of London's aim to make London a zero waste city and by 2026 the Mayor intends that no biodegradable or recyclable waste is sent to landfill. In this regard, private waste contractors (e.g. Biffa) might help by taking recyclable material from trade waste. The Mayor also intends that 65% of London's municipal waste is recycled by 2030. Another potential challenge concerned vehicles not meeting Ultra Low Emission Zone standards in central London moving to outer London boroughs and measures might be necessary to limit such a risk.

Reasons for a reduced level of fly-tipping this year included: effective working between the Council and Police; seizure of vehicles owned and used by offenders; more evidence at national level; issuing Fixed Penalty Notices; and fly-tip offenders being taken to court.

To further promote the Green Garden Waste Scheme, the Chairman suggested that information is included with annual Council Tax letters and asked if this could be explored.

A successful waste treatment trial had been conducted at a specialist Mechanical Biological Treatment (MBT) plant during 2016/17 (by 30th September 2017, 5539t of waste had been diverted from landfill to MBT) and the Council will further develop the programme in 2017/18. Using mechanical and biological processes to sort waste, an MBT plant stabilises and separates waste unsuitable for recycling, extracts recyclable materials, and produces a solid recovered fuel (SRF) for industrial thermal applications. The plant prevents waste going to landfill so reducing the Council's landfill tonnage.

In collaborative working with the Bromley and Orpington Business Improvement Districts (BIDS), a successful trial of commercial paper recycling (by SP First Mile Centre) had taken place; as the BIDS operate directly with private waste disposers, their recycling is not included in the Council's recycling rate.

To further improve recycling, the Portfolio Holder referred to opportunities presented by Environmental Services commissioning (including addressing food waste recycling, where performance had gradually slipped).

Under Neighbourhood Management, street cleanliness is checked alongside other activities. A total of 1971 inspections are carried out per month with each inspector covering two wards. Some aspects of litter e.g. fast food litter are easier to control with other items e.g. gum and cigarette butts more difficult. To collect such items more effectively, new suction technology is being trialled in Penge and high impact solutions are now necessary to achieve further improvement. More rural areas also presented an increased challenge with litter (e.g. fast food packaging) discarded from vehicles. Rather than close a littered rural road for cleansing, more innovative solutions were thought necessary e.g. a stop and go approach.

Littering by schoolchildren was also highlighted, including areas around schools in Bickley and The Ravensbourne School. Members were advised that waste bin capacity along Hayes Lane had increased; bins were often full with litter indicating use by Ravensbourne School pupils. Newer waste bins are slightly slimmer but larger in capacity with a smaller opening to prevent household waste.

Concerning resilience to flood risk, an enquiry was made on the Council's partnership with Thames Water. As Lead Local Flood Authority, the Council had a responsibility to ask Thames Water (as waste water authority) to look at specific assets; however, there was a reluctance by Thames Water to take responsibility for some assets formerly under local authority control e.g. culverts and the sewer beneath the A21 in the borough. Officers were working closely with Thames Water to try and address the problem.

RESOLVED that six-month progress against the Environment Portfolio Plan's aims for 2017/18 be noted.

48 DRAFT 2018/19 BUDGET

Report FSD18010

Members considered the Portfolio Holder's Draft 2018/19 Budget incorporating the full year effect of savings agreed as part of the 2017/18 Council Tax Report and any further savings approved during the year resulting in reductions in the Council's medium term "budget gap".

Executive requested that each PDS Committee consider the proposed initial draft budget savings and cost pressures for their Portfolio with the views of

each PDS Committee reported back to the Executive's next meeting when recommendations were expected to be made to Council on 2018/19 Council Tax levels. There continued to be outstanding issues and areas of uncertainty for the Draft 2018/19 Budget and any further updates would be included in the Council Tax report to Executive.

In supporting the draft budget, reference was made to an increasing number of properties in the borough - the level now rising on average by about 1000 properties annually. The annual additional cost of collection (refuse, recycling and food waste) and waste disposal for the new properties amounts to approximately £134k to the waste budget. Although this represented a growth item for the budget, Council tax revenue was also received for the properties and the waste budget (set centrally each year) reflected waste and recycling collection costs.

RESOLVED that:

(1) the update on the financial forecast for 2018/19 to 2021/22 be noted;

(2) the initial draft 2018/19 Budget be noted as a basis for setting the 2018/19 Budget; and

(3) the Committee's comments on the initial draft 2018/19 Budget be provided for the Executive to consider at their meeting on 7th February 2018.

**49 PARKING SERVICES - CONTRACTOR PERFORMANCE
 REVIEW, APCOA**

Report ES18007

Report ES18007 highlighted a number of performance issues at the start of the ten-year Parking Services Contract awarded to APCOA Parking (UK) Ltd on 3rd April 2017 (jointly procured between L B Bromley and L B Bexley with both authorities having separate contracts).

The contract provided a number of challenges for APCOA in the first two months given:

- the scope of the contract;
- delivering services for two boroughs; and
- a number of services traditionally undertaken by the Council being handed over to APCOA on a single date.

A number of Key Performance Indicators (KPIs) address key areas of the contract with monthly invoice deductions made for poor performance.

On enforcement and deployment of Civil Enforcement Officers (CEOs), APCOA fell below minimum standards on several occasions during initial

months of the contract and a number of significant deductions were made from monthly contract payments. A number of CEOs employed by the previous contractor opted not to transfer to APCOA creating a knowledge gap and logistical/operational weakness. New managers, supervisors, and CEOs were sought with a consequent settling in period and with the lease for a permanent base not secured until September 2017, APCOA moved in the meantime from a temporary office for three months to the Civic centre for a six-week period.

To help fill the knowledge gap, officers offered advice and instruction on local matters and best operational practice. Although APCOA's revised deployment plan will help meet contract requirements, officers will continue close working to stabilise and build on improvements in recent months, ensuring satisfactory geographical coverage, deployed hours and shifts, and agreed modes of transports (moped, car or foot).

Between April and May 2017, some payment machines were unable to take customer payments due to familiarisation with collection schedules and collecting and transporting cash for payment. Machine repair times were also an issue as additional training was undertaken to manage and repair machines. APCOA completed additional training in May and June ensuring that all engineers are capable of repairing machines. Enhanced training was also provided to Kiosk Attendants for fixes normally completed by engineers at the Civic Centre and Hill multi story car parks. APCOA also improved their service agreement with machine manufacturers to provide a better service when local engineers are unable to fix a machine.

Although APCOA are now responsible for many business processes previously undertaken by the Shared Parking Service (e.g. scanning/logging appeals, printing official PCN recovery documents, email enquiries, Enforcement Agent Warrants, IT management, and reconciling banked monies) considerable work was necessary to fine tune the processes and ensure the full integration of many IT systems. On occasions, some KPIs in this area were not met and KPI penalties applied.

APCOA also underestimated the level of litter which can quickly accumulate in car parks, including instances of fly tipping. Close performance monitoring and officer advice assisted APCOA understand local issues and hotspots but it took a number of weeks for KPI standards on cleaning and maintenance to be met.

Areas where APCOA had delivered to a required standard included: (i) implementing the new *Permit Smarti* System working with latest web technologies and mobile devices so that customers can manage their account online; and (ii) implementing a new customer appeal web interface.

In recent months fundamental improvements had been made in many service areas with issues often addressed quickly and effectively. CEO deployment issues required further input; however, improvement had been made and deployment plans sought to deliver and maintain standards.

Kim Challis, Regional Managing Director APCOA UK and Ireland, attended for the item.

In explaining why APCOA appeared to have insufficiently planned for the contract and not retained enough CEOs, Members were advised that some staff left close to the contract's go-live date and it was not possible to recruit sufficient numbers in the short time period. Those leaving also included CEO supervisors. Ms Challis apologised for the company's performance and explained that she had personally invested much effort to help improve matters. Under TUPE, it is possible for staff to stay to the point of transfer; APCOA changed rotas and shift patterns and when personnel left, the company lost knowledge. The contract continued to be large for APCOA and senior level engagement continued. In future when taking on contracts, APCOA would document knowledge.

The CEO recruitment drive had continued with continuous training provided for CEOs. In valuing staff, APCOA provided monthly performance reviews (PDRs) and at a softer level facilitated rewards such as free tea and coffee in bad weather. Dryers had also been installed in CEO offices to dry wet clothing. Good feedback had been received on the approach by CEOs making enforcement enquiries against blue-badge misuse and APCOA also provided an employee of the year award scheme.

Officers considered the KPIs to be at an appropriate value with financial penalties at a level to impact the company's profitability. A sizeable range of KPIs had been provided for enforcement, being a large area of the contract. Ms Challis was not aware of another APCOA parking services contract in the UK and Ireland having a similar (extensive) level of KPIs.

A crossover of staff existed within Bromley and Bexley boroughs; the Radio Control Room is based at L B Bexley. Holiday and sickness cover is also maintained across the boroughs as well as sharing of best practice e.g. blue badge enforcement.

Officers felt that KPIs in the contract had the desired effect. Getting defaults without interruption to service flow is a difficult area when bringing forward a contract. APCOA agreed the KPIs; punitive measures at the start of a contract can have undesirable consequences at a later stage and if KPIs are less punitive, contractors can add value to a pricing structure later. Some defaults had yet to be applied for the initial poor performance (applying at either the end of the contract term and/or following a trading period of four years).

On areas of innovation, the new *Permit Smarti* System would go live on 1st April 2018 working with latest web technologies and mobile devices. A customer can manage his or her account without contacting the Council and a number of new functions allowed for greater control of back office work and reporting. The technology functioned on tablets as well as PCs and multiple reminders can be sent about permits. Vouchers can also be provided and

contractors can apply online for dispensation to park on double yellow lines. Other online transactions include parking season ticket applications.

Potential financial/operational benefits were being reviewed and it was intended to improve customer experience. Businesses were also being engaged. APCOA proposed to convert the Civic Centre and Hill multi-story car parks to Pay and Display including an option for cashless payment via smart phones or other devices (consistent with other car parks and on street locations). With the contract covering a ten-year period, sufficient flexibility was necessary to deal with change and innovation.

RESOLVED that the content of Report ES18007 be noted, particularly the issues occurring at the start of the contract and actions taken to rectify the problems.

50 CONTRACTS REGISTER

Report ES18002

Members received an extract related to Environment contracts from the November 2017 Contracts Register. A further copy considered under Part 2 proceedings included commentary for each contract.

Of 230 active Council contracts greater than £50k in value, 21 contracts related to the Environment Portfolio.

Members were advised that the Council Fleet Hire contract had been extended to May 2019 (a contract end date of 5th November 2018 being recorded on the Contract Register extract).

For Members unable to distinguish colours in Red/Amber/Green codes, it was suggested that the colours are also identified by other means e.g. highlighting the colours in words or initials (with a short key).

RESOLVED that the Part 1 Contract Register extract appended to Report ES18002, covering contracts for the Environment Portfolio greater than £50k in value, be noted.

51 RISK REGISTER

Report ES18004

Based on information to the Audit Sub-Committee on 8 November 2017, Report ES18004 presented a revised Environment and Community Services Risk Register.

It was intended to present Risk Registers to each Departmental Management Team, relevant PDS committee, and the Audit Sub-Committee twice a year for scrutiny of risk management activity. Risks should also be reviewed (by Risk Owners) at a frequency proportionate to the risk they presented.

RESOLVED that the Environment and Community Services Risk Register appended to Report ES18004 be noted.

52 ORAL UPDATE ON PRIORITY 1 AUDIT RECOMMENDATIONS

Except for implementing a direct debit payment system for Green Garden Waste (subject to delay), the Director of Environment was confident that outstanding Priority 1 audit recommendations in his area would be signed off at the Audit Sub-Committee's next meeting (7th March 2018).

53 FORWARD WORK PROGRAMME AND MATTERS ARISING

Report ES18001

Members agreed the Committee's remaining work programme for 2017/18, noting progress on requests made at previous meetings.

An item for the Committee's first meeting of the 2018/19 Council Year was also highlighted at Appendix 1 to Report ES18001.

RESOLVED that:

- (1) the Committee's remaining 2017/18 work programme be agreed; and**
- (2) progress concerning previous Committee requests be noted.**

54 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

55 EXEMPT MINUTES OF THE ENVIRONMENT PDS COMMITTEE MEETING HELD ON 15TH NOVEMBER 2017

The exempt minutes were agreed.

56 CONTRACTS REGISTER - PART 2 APPENDIX

Members considered a Part 2 Contracts Register extract (for the Environment Portfolio) which included exempt commentary for each contract listed.

The Meeting ended at 10.06 pm

Chairman

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QUESTIONS TO THE ENVIRONMENT PORTFOLIO HOLDER FOR ORAL REPLY

From Cllr Sarah Phillips

There were some questions about safe crossing points and other safety measures on Village Way at the last Full Council meeting.

Can the Portfolio Holder give an update on the follow up he promised by traffic officers, to see if there are any measures that might be effective and reassuring.

Reply

Officers have undertaken traffic speed and volume surveys, along with pedestrian surveys, and have indicated to Members that they will be recommending a pedestrian refuge island is installed in Village Way adjacent to the junction with Whitmore Road.

The Council is also seeking the views of the nearby Harris Academy in respect to their Travel Plan, which does not at present mention Village Way. It is disappointing that their Travel Plan is not consistent with their public statements. We are engaging with the school to try and remedy the situation.

Supplementary Question

Cllr Phillips asked if there are any dates and whether the public is aware that a pedestrian refuge island is recommended for installation in Village Way.

Reply

The Portfolio Holder indicated that the public is not aware.

The recommendation is at feasibility stage, progressing to drawings, and then to consultation with Ward Members. Should Ward Members be content with the recommendation, it can proceed; however, it was not possible to predict Ward Member views.

From Cllr Ian Dunn

1. Please provide an update on progress with the tendering of the Environmental Services contract.

Reply

The OJEU notice for lots 1 to 4 was published on 8th January 2018.

Initial responses are due back on 7th February 2018.

(Democratic Services Note: following the meeting this date was subsequently extended by the Director of Commissioning to 21st February 2018).

Officers are currently fielding clarification questions from the market.

The OJEU notices for the Highway Contracts were published on 12th February 2018.

Supplementary Question

Cllr Dunn suggested there is an express, compressed process, which is nine months behind, with 14 months remaining prior to the current contract expiring. Cllr Dunn asked the Portfolio Holder what action he is taking.

Reply

The Portfolio Holder indicated that work is currently proceeding to achieve a fixed price. The Portfolio Holder added that he is working with officers and suggested that Cllr Dunn's comments in his supplementary question related to the waste contract for which he is working with officers to achieve best price and quality.

2. Please provide the staff tree for the West Neighbourhood team, with forecast dates for any vacancies to be filled.

Reply

The structure chart for the Neighbourhood Management Teams, inclusive of the West Area, is attached. There is one current Neighbourhood Officer vacancy (Neighbourhood Officer 1) which is due to be filled on 17th February 2018. The interview for the Neighbourhood Manager position for the West Area is being held on 26th January 2018. In the interim, operational matters in the area are being managed by Jim Cowan, Neighbourhood Manager, and the contractual management of the Parks and Grounds Maintenance contract is being managed by John Bosley, Assistant Director of Environment.

Structure chart is attached.

Supplementary Question

Cllr Dunn highlighted that the vacancies relate to front line staff and that the former Neighbourhood Manager for West Area left the organisation no later than October 2017. Cllr Dunn enquired why there has been a front line vacancy for the period of time.

Reply

The Portfolio Holder highlighted his Executive appointment from late October 2017 and explained that recruitment takes time to obtain the best person. In the meantime, as previously explained in answers at Full Council, the team had a system to cover vacancies, illness and holidays.

QUESTIONS TO THE ENVIRONMENT PORTFOLIO HOLDER FOR WRITTEN REPLY

From Cllr Ian Dunn

Please provide the date that each road in Clock House Ward, maintainable by Bromley Council was last resurfaced.

Reply

We have reviewed the Council's electronic works order system and have compiled a list of all roads where planned maintenance has been carried out since the start of those records in 2003. These can be found in the attached spreadsheet. There may be available records pre-dating 2003, but it has not been possible to review these in the time available since receiving this enquiry.

From Clive Lees, Chairman, Ravensbourne Valley Preservation Society

1. The new(ish) Crab Hill Pay and Display Scheme is unsatisfactory, underutilised and above all promotes unsafe traffic conditions together with bottlenecks caused by displaced parking. Is the Portfolio Holder aware of these shortcomings?

Reply

It is acknowledged that the pay by mobile bays are not fully utilised at present and I will address this in my answer to your second question. In respect to parking displacement, where new parking restrictions are installed there will always be a certain level of displacement to unrestricted roads and these are a consideration when officers are planning a design. Regardless of any parking schemes, commuter parking can be witnessed in many roads within the borough especially where demand is high due to nearby facilities such as railway stations, hospitals, schools, businesses and shops.

Whilst we appreciate that parking can result in some drivers (at times) needing to give way to on-coming vehicles, we do not consider this to create too many problems or issues. Indeed, parked cars often reduce the speed of passing traffic. Where complaints regarding congestion and pinch points were regularly reported prior to installation of the scheme this is no longer the case. We have also looked into the accident data we receive from the Police regarding accidents in any particular location as this provides additional, useful information. The latest police records show that there have been no collisions resulting in personal injury in locations in and around Crab Hill the last three years. (Please note that the Police only record accidents where a personal injury has occurred, they do not record damage to vehicle only accidents, therefore, it is not possible to accurately record these types of incidences). We have also reviewed additional data for accident reports in the same area over the last 19 years and highlighted that there were three slight personal injury incidents in July 2002, June 2004 and Feb 2005 but nothing at all since.

2. Regarding the above mentioned scheme, residents have long been promised a review but this has not happened. Would the Council now undertake an immediate review of the scheme, in tandem with residents and RVPS, with the intention of remedying its serious shortcomings?

Reply

With regard to a review of the scheme, officers were giving the scheme time to develop a pattern of use before a review was undertaken. Since that time the Council has been

made aware that there is a plan to increase the frequency of rail services provided at Ravensbourne Station which may have an effect on the parking demand locally. It would therefore be remiss to undertake any costly changes and consultations before these details have been established. Precise timeframes for confirmation and implementation of these plans have not yet been provided to the Council, but we expect them to occur this calendar year. I am happy to meet with RVPS to discuss more fully.

From Richard Gibbons

1. Given number of new and/or extensions of borough primary/secondary schools to meet demand, would Portfolio Holder embark on road danger review around schools to inform members/officers of highway infrastructure improvements needed to create safe routes to school and facilitate increase in active travel to mitigate school-run congestion?

Reply

The London Borough of Bromley actually already goes further than you request. A traffic assessment is part of the planning process. It is followed by the School developing a School Travel Plan, ideally in conjunction with the Council. We then engage actively so the School keeps the plans current and to help ensure that road danger is reduced where necessary, so that parents and children are enabled to make choices regarding active travel, thus helping mitigate school-run congestion.

2. A222 and A21 reported to be 24th and 25th most dangerous roads in Britain. Total Injuries and Deaths (TID) on borough roads show marked increase since 2013. Would Portfolio Holder provide data for age groups and genders of drivers responsible for 868/943/923 TID in 2014/2015/2016 respectively?

Reply

The ranking of those two roads considers the whole length in the case of the A21 from London to the Coast, so it is not a good method to determine London Borough of Bromley priorities. The level of detail you request is probably not easy to determine; we will liaise with TfL to see the type of reports that they can produce.

3. Head of Traffic and Road Safety answered outstanding October 2017 PDS question insofar as only 18 of 63 residents' requests in 2016 for speed reduction measures acted on. Would Portfolio Holder consider adopting Bristol's Traffic Choices (<https://www.trafficchoices.co.uk/>) scheme to engage, inform, empower residents to create safer streets?

Reply

The London Borough of Bromley takes a one Council approach and all requests from residents are considered. Bromley prioritises interventions based on a professional assessment of benefits that can be given, firstly to help reduce casualty numbers and secondly to help reduce the negative impact on residents of inappropriate speed. The LIP

funding stream funds both Road Safety and Travel Choices, i.e. cycling and walking. The PDS is consulted on the balance between those two aspects.

As the Council has been addressing these types of issues for many years as a general trend the cost of individual schemes has increased since the projects now being completed are more substantial in nature. That applies whether it is a junction improvement or a walking and cycling scheme. Splitting the budget on a geographical basis is not considered to obtain the best value for Taxpayer funds.

From Colin Willetts

1. Reference (added) bus stops 283/299 Chipperfield Road, i) diagram 12597-01 does not correlate with existing house numbers opposite - why? ii) do you intend to proceed with improvements diagram 12597-02?, iii) could you investigate urgently hardstanding improvements Chipperfield junction Petersham to aid partially sighted/disabled residents alight safely from buses (as described in my email to you 19/1/18)?.

Reply

(i) Drawing 12597-01 Rev A attached shows the correct position of this bus stop and proposed improvements.

(ii) Drawing 12597-02 attached. This is currently out for consultation with local residents and awaiting comments.

(iii) This is a new request and has not been acted upon yet but will be looked at in the coming weeks.

2. Reported 3 1/2 years ago by Mrs O'S 52 Curtismill Way, i) could you repair l/h side LBB flank close board alley fence damaged by contractors renewing adjacent lamp column (also noted kick board adrift), ii) could you install missing section of alley fence with access gate along the frontage shrubbery between cycle barrier and 35 Wateringbury Close (CRM 1421734 - 13/11/17)?

Reply

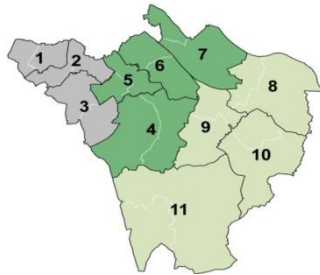
(i) We have reviewed our records and can confirm that a concrete street lighting column was replaced in the footpath adjacent to 52 Curtismill Way in October 2014. There is no record to indicate any fence repair had been undertaken at the time; however, the Council's Area Team is now addressing this matter directly with Mr Willetts and they shall resolve accordingly.

(ii) The missing section of fencing was identified and scheduled for replacement following investigation on 1st December 2017 which also included works to remove and cut back overhanging vegetation. The final repair of the fencing is now scheduled following the completion of the vegetation clearance.

3. Since TWU have over the past three months failed to address drumming manhole covers outside 251 Chipperfield Road, 74 Leeson's Hill and adjacent recycling bank at top of Station Approach SMC (including trip hazard), would the Council now press them vigorously to address this ongoing residential noise disturbance/hazard?

Reply

Thames Water carried out a temporary fix on 17/11/17 and replaced with a new cover on 18/1/18.



ASSISTANT DIRECTOR OF ENVIRONMENT

**NEIGHBOURHOOD
MANAGER
West area**

**NEIGHBOURHOOD
OFFICERS X 3**

- 1**
- Crystal Palace
 - Penge & Cator

- 2**
- Clock House
 - Copers Cope

- Kelsey & Eden Park
- West Wickham

**NEIGHBOURHOOD
MANAGER
Central area**

**NEIGHBOURHOOD
OFFICERS X 4**

- 4**
- Hayes & Coney Hall
 - Bromley Common & Keston

- 5**
- Shortlands
 - Bromley Town

- 6**
- Plaistow & Sundridge
 - Bickley

- 7**
- Mottingham & Chislehurst North
 - Chislehurst

**NEIGHBOURHOOD
MANAGER
East area**

**NEIGHBOURHOOD
OFFICERS X 4**

- 8**
- Cray Valley East
 - Cray Valley West

- 9**
- Petts Wood & Knoll
 - Farnborough & Crofton

- 10**
- Orpington
 - Chelsfield & Pratts Bottom

- 11**
- Darwin
 - Biggin Hill

**ARBORICULTURAL
MANAGER**

**ARBORICULTURAL
OFFICERS X 4**

- West Area
- Central Area
- East Area
- Parks

**ENFORCEMENT
MANAGER**

**ENFORCEMENT
OFFICERS X 6**

- West Area
- Central Area
- East Area
- EnviroCrime
- EnviroCrime
- Markets & Street trading

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job_number	job_notes	site_name	contract_c	site_code
2010-2017				
497883	Major works Resurfacing 2017/18 - Ashleigh Road	ASHLEIGH ROAD	020	20302923
417832	Carriageway resurfacing	AVENUE ROAD	020	20301751
370886	Carriageway resurfacing	BECKENHAM ROAD	020	20301488
494171	Major Works 2017/18 PRN Resurfacing - Beckenham Road	BECKENHAM ROAD	020	20301488
399659	Carriageway resurfacing	BLAKENEY ROAD	020	20302926
487608	Major works resurfacing 2017/18 - Blackeny Road	BLAKENEY ROAD	020	20302926
497702	Major works resurfacing 2017/18 - Blackeny Road second job as surface	BLAKENEY ROAD	020	20302926
472712	Carriageway Major Wokrs 2016/17 - Blandford Road	BLANDFORD ROAD	020	20301842
494596	Major Works Resurfacing 2017/18 - Cedars Road	CEDARS ROAD	020	20301853
440619	2014/15 planned structural Maintenance Programme - Resurface carriage	CHURCHFIELDS ROAD	020	20300883
441705	2014/15 planned structural Maintenance Programme - Resurface carriage	CHURCHFIELDS ROAD	020	20300883
487499	Major works resurfacing 2017/18 - Cromwell Road	CROMWELL ROAD	020	20301872
457551	2015/16 Major Works - Resurface carriageway in SMA binder and 10mm	ELMERS END ROAD	020	20300747
482803	Major resurfacing 2016/17 - Elmers End Road	ELMERS END ROAD	020	20300747
490572	Major Works 2016/17 - works already complete Elmers End Road Antiskic	ELMERS END ROAD	020	20300747
345726	Carriageway resurfacing	ELMERS END ROAD	020	20303586
353650	Carriageway Resurfacing	HAYNE ROAD	020	20301917
487615	Major works resurfacing 2017/18 - Kingston Crescent	KINGSTON CRESCENT	020	20301938
498206	Major works resurfacing 2017/18 - Marlow Road, complete length	MARLOW ROAD	020	20303560
487622	Major works resurfacing 2017/18 - Pelham Road	PELHAM ROAD	020	20301982
487623	Major works resurfacing 2017/18 - Queens Road Beckenham	QUEENS ROAD	020	20301965
380317	Carriageway refurfacing	RAVENS CROFT ROAD	020	20301991
477015	2016/17 Planned Structrual carriageway maintenance programme - Samc	SAMOS ROAD	020	20302966
453203	2015/16 - Planned Structural Maintenance Shrewsbury Road - Resurefaci	SHREWSBURY ROAD	020	20302019
387714	Carriageway resurfacing	STEMBRIDGE ROAD	020	20302121
487624	Major works resurfacing 2017/18 - suffield road	SUFFIELD ROAD	020	20302036
468036	2015/2016 Planned Structural Maintenance Programme - Thornsett Place	THORNSETT PLACE	020	20302126
494385	Major Works resurfacing 2017/18 - Westfield Road	WESTFIELD ROAD	020	20301715
2007-2010				
281579	Carriageway Reconstruction	BECK LANE	019	20301611
269655	Carriageway resurfacing	BECKENHAM ROAD	019	20301488
273473	Correction to job 269655 to pay interim 20k	BECKENHAM ROAD	019	20301488
275200	Carriageway resurfacing As per order 019-10 due to clerical error interim	BECKENHAM ROAD	019	20301488
341905	Carriageway resurfacing	BECKENHAM ROAD	019	20301488
336288	Carriageway Resurfacing	BIRKBECK ROAD	019	20301839
302606	Resurfacing of Buffer zone area at the rear of depot	CHURCHFIELDS ROAD	019	20300883

2003-2006

- 151752 Channel plane and overlay c/way with DBM w/c.
- 166900 Plane off 100mm, lay HDM b/c and overlay with SMA w/c.
- 151763 Plane off and overlay with DBM w/c.
- 160730 Plane off, regulate as needed and overlay with DBM w/c.
- 172977 Part plane and overlay with 35mm DBM w/c.
- 151757 Plane off and overlay with SMA w/c.

AVENUE ROAD	012	20301751
BECKENHAM ROAD	012	20301488
GOWLAND PLACE	012	20301636
HAYNE ROAD	012	20301917
MACKENZIE ROAD	012	20301768
WITHAM ROAD	012	20302054

CHIPPERFIELD ROAD

81

285

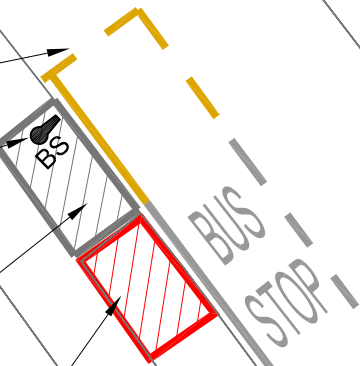
Proposed extension to bus stop cage marking

Relocate bus stop post to northern end of bus stop cage 450mm from kerb and 200mm from edge of hardstanding

Existing hardstanding

Proposed extension to bus stop 'A' hardstanding area. 3m x 2m approx. blacktop or similar approved type surfacing

Existing bus cage marking



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Job Title:
**CHIPPERFIELD ROAD JCT
 LONGBURY DRIVE
 ORPINGTON**

Drawing Title
**PROPOSED BUS STOP
 IMPROVEMENTS**

Scale @ A4
 1:200
 Date:
 24/07/17
 Drawn by:
 J.J.
 Checked by:
 D.B.

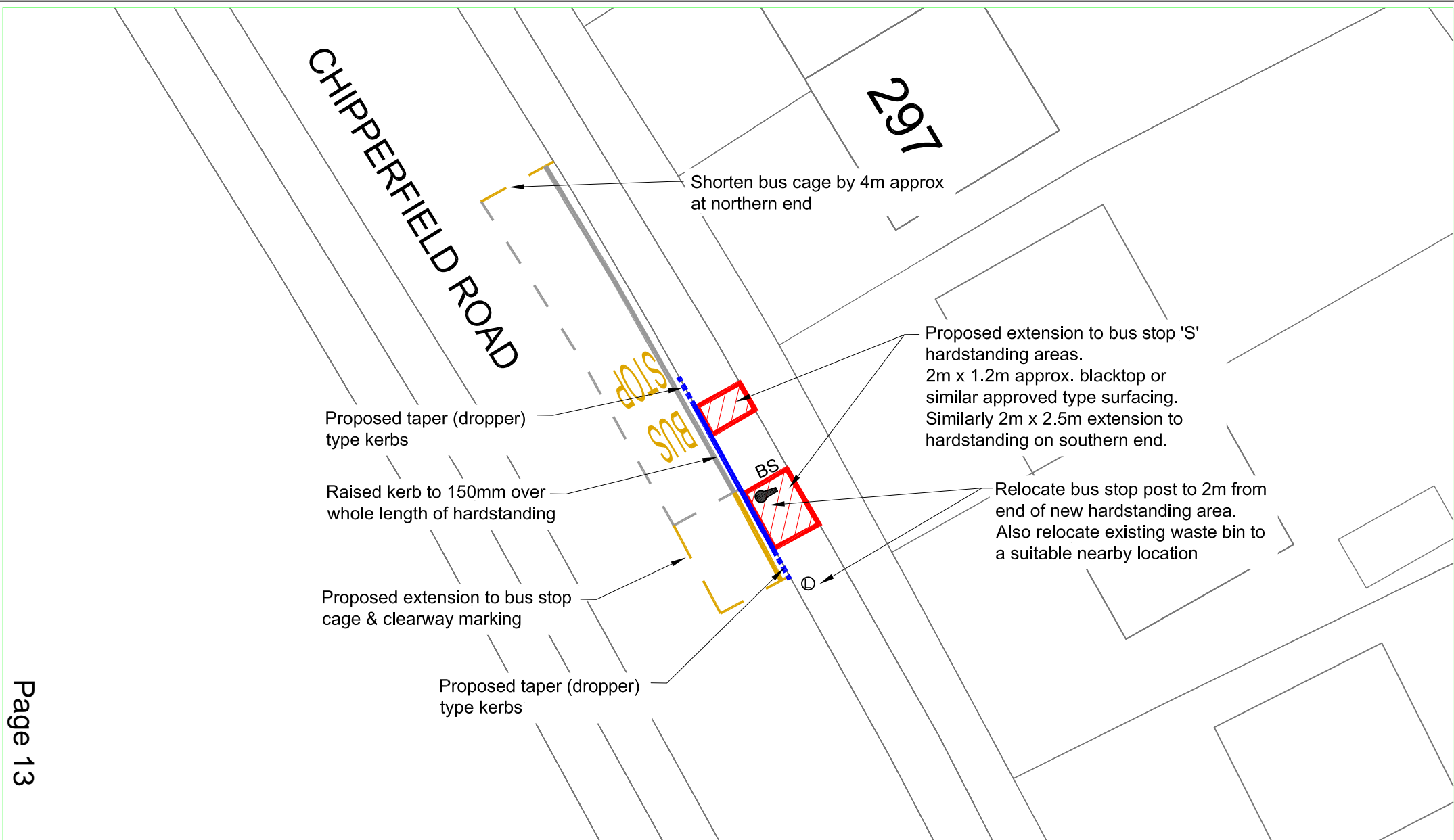


Environmental Services
 Civic Centre, Stockwell Close,
 Bromley, BR1 3UH
 Tel : 020 8464 - 3333
 Fax : 020 8313 - 4555
 Email : www.bromley.gov.uk


Nigel Davies
 Executive Director of Environment &
 Community Services

Rev	Date	Description	By
A	23.01.18	Bus stop cage repositioned to correct location.	J.J.
Drawing Number			Rev
12597-01			A

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Job Title: O/S 297 CHIPPERFIELD ROAD ORPINGTON	Drawing Title: PROPOSED BUS STOP IMPROVEMENTS	Scale @ A4 1:200		Environmental Services Civic Centre, Stockwell Close, Bromley, BR1 3UH Tel : 020 8464 - 3333 Fax : 020 8313 - 4555 Email : www.bromley.gov.uk	Rev	Date	Description	By
		Date: 06/11/17			Drawn by: J.J.	Nigel Davies Executive Director of Environment & Community Services		
		Checked by: D.B.						

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